



# ISIS HR Quick Tips

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## **New Action Reasons for Separation in ISIS HR**

*Why have new separation reasons been added to ISIS HR?*

To ensure better separation data of classified and unclassified employees, several more descriptive action reasons have been added in ISIS HR. Please refer to Quick Tip# 43 – [Accurately Documenting Separation Action Reasons](#) for a more detailed explanation for adding the following action reasons. The [Exit Interview Form \(SF-14\)](#) has also been updated to reflect the new voluntary separation reasons.

- Resign-Better Job Other Industry
- Resign-Pending Disciplinary Action
- Resign-Military
- Resign-To Attend School
- Non Disciplinary Removal – Unscheduled Absences
- Non Disciplinary Removal – Exhausted Sick Leave
- Non Disciplinary Removal – Non Qualified

For additional information regarding separation reasons in ISIS HR, please see the [ISIS HR Entry Guidelines on Separations](#).

Questions? Call the HRIS Program Consultant at (225) 342-8282